

CASA

Parent Handbook



2013-2014



**Loudoun County
Department of Parks,
Recreation &
Community Services**

215 Depot Court, SE
Leesburg, VA 20175*
703-737-8042

www.loudoun.gov

** As of June 3, 2013 the PRCS building will be located at
20145 Ashbrook Place Suite 170 Ashburn, VA 20147*

Our mission

To support the ambition of the Children's Programs Division of Parks, Recreation, and Community Services (PRCS) through the provision of a safe, accountable before and after school curriculum for school-aged children.

CASA 2013-2014

Parent Handbook

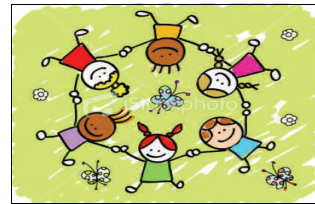
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Loudoun County Department of Parks, Recreation, & Community Services

www.loudoun.gov/casa

A Day in Your Child's Shoes at CASA....



The primary purpose of a day in Loudoun County's Children's Programs is to provide safe, accountable, fun activities to ALL participants. The program's goal is to provide activities that help all students exceed their potential. Site staff create lesson plans for the daily schedule that keep all children safe and engaged in the program. All activities must be planned according to Virginia licensing guidelines and will offer all the elements below during the daily schedule as planned by the site supervisor.

Active play time:

Age appropriate active games and sports help build confidence and improve the self confidence of each child. At least 25% of the program day must offer active time to every child.



Homework / Quiet Time: (Mon.-Thurs)

At least 30 minutes of quiet time is offered to focus on homework, or an activity to stimulate creativity and challenge each child's skills. If a child has no homework a theme based quiet option such as library time, art, research, etc. will be provided.



Creative Time:

Creative time offers age appropriate activities such as arts and crafts, drama, dance, and time to think outside the box to meet each child's interests. Activities are often theme based and offered every program day.



Snack Time:

CASA provides a daily USDA approved snack. All students whether they are having snack or not, must wash their hands before and after snack. Snack times are typically 20-30 minutes long and students may bring their own snack.



Program Goals

CASA continually strives to build a meaningful curriculum by using our experience, knowledge and resources to design, implement, and evaluate a program that promotes comprehensive learning and development for children. At CASA, we encourage children to learn and participate in the following program goals:

1. **Respect for self and others:** We believe that every child in our program is valuable, and make every effort to create an environment that fosters self-confidence and esteem building. With this in mind, we seek to develop children's respect for themselves and others by:

Promoting Positive Peer Interaction: We emphasize the importance of good manners, positive communication, effective problem solving, and team building.

Fostering cooperation with adults: Staff will establish fair and consistent rules and policies for all of the children. We expect the children to follow these rules, and likewise hold ourselves to a standard of excellence and professionalism when explaining and enforcing rules. We support the children and work in partnership with families and other professionals to positively influence children's attitudes and learning.

Empowering children to make safe and healthy decisions: We establish boundaries that teach children to be responsible for their own actions. We promote independent thought and learning. CASA staff lead children by example, and act as role models in the manners, conduct, and appearance they illustrate. As adults, we observe, document, and address potential problems in the program as they arise.

2. **Self Expression:** Every child is unique and special. We encourage children to develop their talents and gifts by creating many and varied opportunities for discovery.

At CASA, we provide children with an opportunity to express themselves through avenues such as:

- ~ Music and Drama
- ~ Arts and Crafts
- ~ Physical Activities
- ~ Learning New Skills
- ~ Homework/ Reading/ Educational Time

3. **Sense of Community:** Every child will be provided with possibilities to develop their character and interact with their neighbors in a way that positively impacts the world around them. CASA teaches the importance of community involvement, and emphasizes compassion for those around us. It is done by promoting:

Cultural Awareness—We celebrate the differences that make us unique and special, and foster awareness and tolerance of all people.

Service Learning Projects—Children will participate in projects designed to make them aware of and help meet some of the needs in their community.

CASA Fees and Payments

There are 3 options for payment:

Mail

Make check payable to:
County of Loudoun

Through May 30th: Mail to:
Loudoun County PRCS
Attention: CASA
215 Depot Court SE
Leesburg, VA 20175*

Walk-In

You may pay in person at any Loudoun
County Community Center (Hours
Vary), and the Parks, Recreation, and
Community Services Office at
215 Depot Court SE
Leesburg, VA 20175 *
**CASH, Checks, and Credit Card(Visa,
MasterCard, & Discover) , payments
accepted.**

WEBTRAC

Visit us at
www.loudoun.gov/webtrac
(You will need your PRCS
household #, password, and
credit card information.)

** As of June 3, 2013 the PRCS building will be located at 20145 Ashbrook Place , Suite 170 Ashburn, VA 20147*

September

Payment for September must be received by August 1st. If payment is not received by August 1st, your child will be dropped and may not attend CASA at the beginning of the school year unless you re-register, space permitting. At that time, you will be required to pay a \$45 re-registration fee in addition to the monthly fee.

October-June

Payment received after the 1st of the preceding month will be assessed a \$25 late fee per child. If payment is not received by the 10th, the child is dropped and may not attend the next month. If space is available, you may re-register by paying \$45 re-registration fee in addition to the monthly fee.

October Payment due September 1st for October

November Payment due October 1st for November

December Payment due November 1st for December and so on.....

Late Pick-up Fee

A \$ 15- per-child pick up fee will be assessed for every 15-minute time period from 6:01pm.
Example: 6:10pm pick up will be assessed \$15 per child, 6:35pm pick up will be assessed \$45 per child. Parents who are frequently late may be asked to seek an alternate program. Late pick-up fees are due with the next program fee or within two weeks of the end of the month attended.

Registration Procedures

**All items below are required to register/comply with Virginia State licensing.
No Exceptions!**

Registration must be done in person at the PRCS administrative office at 215 Depot Court in Leesburg. Complete registration consists of:

1. A Children's Program Division Registration form and addendum. Forms are available at www.loudoun.gov/casa or the PRCS main office.
2. Current identity verification for each child. Acceptable forms include an original or certified copy of the child's birth certificate, birth registration card, passport or report card.
3. A completed copy of the commonwealth of Virginia School Entrance Health Form.

Parent Involvement

Frequent and open communication between staff and parents is key to a successful program. Please keep staff informed of any changes to personal information or schedule changes. Please provide us with regular feedback on any issues, compliments, or concerns. We will do the same by providing an opportunity for you to speak with staff one-on-one regarding your child's development, behavior, adjustment, and needs.

Limitations on attendance are as follows:

- Failure to pay fees as requires; (this will result in your child being dropped from enrollment and therefore they may NO LONGER attend CASA)
- Failure to complete all required registration procedures;
- Failure to comply with program policies, procedures and code of conduct;
- Child's temperature is 100 degrees or over;
- Communicable Disease (You must notify the program within 24 hours if anyone in the household has a Communicable Disease. Prior to returning to the program, parents must provide a physician's certification that the condition is no longer contagious);
- Early dismissal from school resulting from illness



Loudoun County Parks, Recreation and Community Services

20145 Ashbrook Place , Suite 170, Ashburn, Virginia 20147

Monday – Friday 8:30am-5:00pm

Main 703-737-8042 FAX 703-771-5383

PRCS Director– Diane Ryburn

703-777-0558

PRCS Deputy Director – Karen Sheets

703-777-5605

Children’s Programs Division

Division Manager – Dan Bureau

703-777-0558

Adaptive Recreation Coordinator– Maria Auger

703-771-5013

Camp Coordinator – Jason Lang

703-737-8031

Substitute Specialist– Linda Lifsey

703-777-0432

Administrative Assistant– Sara Genco

703-771-5952

Children’s Program Coordinator – Catherine Beheler

703-777-0357

Ken Curry, CASA Specialist

Jackson Gray, CASA Specialist

703-771-5616

703-737-8817

Wendi Blodgett, CASA Specialist

Derek Acosta, CASA Specialist

703-737-8540

703-737-8710

Caroline Bennett, CASA Specialist

703-771-5927

Arcola	703-327-0488	Liberty	703-327-7476
Algonkian	703-430-0831	Little River	703-327-0839
Ashburn	703-729-6316	Lovettsville CC	540-822-5284
Balls Bluff	703-779-9742	Lowes Island	703-444-1645
Belmont Station	703-726-0133	Loudoun Valley CC	540-338-4122
Buffalo Trail	703-327-3870	Meadowland	703-444-6882
Catoctin	703-779-9341	Mill Run	703-723-8025
Cedar Lane	703-724-3573	Moorefield Station	TBA
Cool Spring	703-779-0208	Mountain View	540-338-2005
Countryside	703-433-5727	Newton Lee	703-724-3887
Creighton’s Corner	703-327-7370	Pinebrook	703-327-0023
Kenneth W. Culbert	540-338-3509	Potowmack	703-421-8126
Discovery	TBA	Reid	571-258-0912
Dominion Trail	703-729-1098	Rosa Lee Carter	703-661-0925
Evergreen Mill	703-779-0251	Round Hill	540-338-6357
Frederick Douglass	571-258-1663	Sanders Corner	703-724-1142
Hillside	703-724-0356	Seldens Landing	703-723-5430
Horizon	703-421-9443	Steuart Weller	703-724-9766
Hutchison Farm	703-327-0673	Sully	703-435-3541
Leesburg	703-779-7549	Sycolin Creek	703-669-1027
Legacy	703-327-3859	Tolbert	703-779-7510
		Waterford	540-882-9772



Algonkian E.S.
20196 Carter Court
Sterling, Virginia 20165

Arcola E.S.
41740 Tall Cedars Parkway
Aldie, Virginia 20105

Ashburn E.S.
44062 Fincastle Drive
Ashburn, Virginia 20147

Balls Bluff E.S.
821 Battlefield Parkway, NE
Leesburg, Virginia 20176

Belmont Station E.S.
20235 Nightwatch Street
Ashburn, Virginia 20147

Buffalo Trail E.S.
42190 Seven Hills Drive
Aldie, Virginia 20105

Catoctin E.S.
311 Catoctin Circle SW
Leesburg, Virginia 20175

Cedar Lane E.S.
43700 Tolamac Drive
Ashburn, Virginia 20147

Cool Spring E.S.
501 Tavistock Drive
Leesburg, Virginia 20175

Countryside E.S.
20624 Countryside Boulevard
Sterling, Virginia 20165

Creighton's Corner E.S.
23171 Minerva Drive
Ashburn, VA 20148

(Kenneth) W. Culbert
38180 W. Colonial Highway
Hamilton, VA 20158

Discovery
44020 Grace Bridge Drive
Ashburn, VA 20147

Dominion Trail E.S.
44045 Bruceton Mills Circle
Ashburn, Virginia 20147

Evergreen Mill E.S.
491 Evergreen Mill Rd. SE
Leesburg, Virginia 20175

Frederick Douglass E.S.
510 Principal Drummond Way
Leesburg, Virginia 20175

Francis Hazel Reid E.S.
800 North King Street
Leesburg, Virginia 20176

Hillside E.S.
43000 Ellzey Drive
Ashburn, Virginia 20148

Horizon E.S.
46665 Broadmore Drive
Sterling, Virginia 20165

Hutchison Farm E.S.
42819 Center Street
South Riding, Virginia 20152

Leesburg E.S.
323 Plaza Street, NE
Leesburg, Virginia 20176

Legacy E.S.
22995 Minerva Drive
Ashburn, Virginia 20148

Liberty E.S.
25491 Riding Center Drive
South Riding, VA 20152

Little River E.S.
(Offers Before School Care also)
43464 Hyland Hills Street
South Riding, Virginia 20152

Loudoun Valley **Community Center**
320 West School Street
Purcellville, VA 20132

Lovettsville **Community Center**
57 E. Broad Way Street
Lovettsville, Virginia 20180

Lowes Island E.S.
20755 Whitewater Drive
Sterling, Virginia 20165

Meadowland E.S.
729 S. Sugarland Run Drive
Sterling, Virginia 20164

Mill Run E.S.
42940 Ridgeway Drive
Ashburn, Virginia 20148

Moorefield Station
22325 Mooreview Parkway
Ashburn,, VA 20148

Mountain View E.S.
36803 Allder School Road
Purcellville, Virginia 20132

Newton-Lee E.S.
43335 Gloucester Parkway
Ashburn, Virginia 20147

Pinebrook E.S.
25480 Mindful Court
Aldie, Virginia 20105

Potowmack E.S.
46465 Esterbrook Circle
Sterling, Virginia 20165

Rosa Lee Carter E.S.
43330 Loudoun Reserve Drive
Ashburn, Virginia 20148

Round Hill E.S.
17115 Evening Star Drive
Round Hill, Virginia 20141

Sanders Corner E.S.
43100 Ashburn Farm Parkway
Ashburn, Virginia 20147

Seldens Landing E.S.
43345 Coton Commons Drive
Leesburg, Virginia 20176

Steuart Weller E.S.
20700 Marblehead Drive
Ashburn, VA 20147

Sully E.S.
300 Circle Drive
Sterling, Virginia 20164

Sycolin Creek E.S.
21100 Evergreen Mills Road
Leesburg, Virginia 20175

Tolbert E.S.
691 Potomac Station Drive, NE
Leesburg, Virginia 20176

Waterford E.S.
15513 Loyalty Road
Waterford, Virginia 20197

Licensing

The Commonwealth of Virginia sets standards for licensed child day care programs.

All After School CASA Programs, which are licensed, meet or exceed these standards. Licensing information relating to a specific site may be obtained at www.dss.state.va.us.



Citizen Alert System

The Loudoun County Citizen Alert System is a free service that is available on a subscription basis. This system is designed to

provide immediate and accurate information to subscribers in the event of extraordinary circumstances.

To learn more about this system or to subscribe, go to the main County website (www.loudoun.gov). On the left-sidebar on the red box, click "Notify Me/Alerts" To subscribe simply follow the online instructions.



Licensing Information for Parents about Child Day Programs

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 63.1, chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs.

Standards for licensing child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard. A regular license is issued when the program meets the standards for licensure.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Virginia Department of Social Services
Division of Licensing Programs
Fairfax Licensing Office
11320 Random Hills Road, Suite 200
Fairfax, Virginia 22030
(703) 934-1505

LINE OF AUTHORITY

PRCS DIRECTOR

Diane Ryburn 703-777-0558



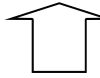
DEPUTY DIRECTOR

Karen Sheets: 703-771-5605



DIVISION MANAGER

Dan Bureau 703-777-0398



CHILDREN'S PROGRAM COORDINATOR

Catherine Beheler 703-777-0357



SPECIALIST

Ken Curry 703-771-5616
Caroline Bennett-Davis 703-771-5927
Jackson Gray 703-737-8817
Wendi Blodgett 703-737-8540
Derek Acosta 703-737-8710
Linda Lifsey 703-777-0432



CASA SUPERVISORS



CASA LEADERS

GENERAL POLICIES

- The Commonwealth of Virginia Department of Social Services requires all children enrolled in a licensed childcare center to have a completed **School Entrance Health Form** (Green/Blue Form MCH 213D) and proof of age and identity. These forms must be on file prior to attending the program.
- It is the responsibility of the parents to notify CASA staff of proper registration information and current phone numbers for the child's file. Please request an **Information Update Form** from your site supervisor to document any changes in information as soon as they occur.
- Participants are allowed to leave with someone other than their legal guardian (must be age 16 or older) if written or verbal notification from the legal guardian is provided. A child will be released only to the parents or others who are listed in the emergency section of the registration form. Anyone picking up a child must be prepared to **SHOW PHOTO IDENTIFICATION**.
- The site telephone is for emergencies only during program hours. Children are allowed access to the CASA site phone with permission from staff. Cell phone use is prohibited during CASA in accordance with the Loudoun County Public Schools policy regarding cell phone use.
- In accordance with the Code of Virginia, Loudoun County PRCS staff is responsible for reporting all suspected abuse or neglect to the Department of Family Services' Child Protective Services.
- Each participant will store personal belongings in an individual storage bin. Staff is not responsible for lost or stolen items.
- Parents are welcome to observe and participate at any time that their child has been enrolled in the program and is attending that day. This is in accordance with 63.2-1813 of the Code of Virginia. We welcome any talent you would like to share. Please notify site supervisor about your interest.
- Special Needs: We will attempt to accommodate a participant's special needs to ensure successful participation in the program. Please give us at least 2 weeks prior to your child starting the program to make any necessary accommodations.
- Schedule Changes: If your child will be absent from the program please call the site phone number and leave a message to notify staff of the absence prior to the beginning of the program or provide written notification to the site supervisor. You will receive a phone call every time your child is absent without notification.
- Snack Policy: Snacks are provided at our sites and meet the nutritional needs of the children as established by the U.S. Department of Agriculture. All snack menus are posted for parental information. Since we do not supply food for special diets, religious, or medical reasons, parents are required to provide such food for their child. Parents must provide documentation identifying the reason for the special diet and the diet must comply with the USDA nutritional guidelines.

Behavior Management Policy

CASA focuses on honesty, respect, fairness, trust, caring and responsibility. Program rules are designed for the safety, health and happiness of the children, staff, and volunteers. We want each child to enjoy the activities and to benefit from his/her experience in the program.

Please review the rules with your children.

General discipline techniques will include positive reinforcement for appropriate behaviors and careful explanation of behavior that is unacceptable. Discipline will be progressive in nature. It will be constructive and age appropriate for redirection and conflict resolution.

The following behaviors may lead to an incident report, possible suspension, or termination from the program:

- Refusing to follow basic safety and program rules.
- Stealing or defacing CASA, school property or the property of others.
- Bullying and/or engaging in fights. Loudoun County PRCS will call parents to pick up any participant who is unable to function cooperatively with others or is a threat to the safety of him/herself or others.
- Repeated disrespect towards staff, or rude and inappropriate behavior towards others.
- ***Immediate removal from program may occur if CASA administration feels they cannot maintain the safety and welfare of the child or other participants in the program or child engages in behaviors associated with Zero Tolerance Policy. ***

Discipline and Incident Reports

Typical steps pertaining to discipline and incident reports

1. Child does not abide by rule; CASA staff discusses behavior and consequences with the child and informs parent. An incident report is written.
2. A meeting may be required between Parent(s), CASA staff, CASA Specialist and/or CASA Coordinator, together with the child, to develop strategies to improve behavior. Upon parent receiving a 2nd incident report, staff will inform parent that a 3rd incident report may lead to suspension from the program.
3. Child's third offense: staff writes an incident report and informs parent. Supervisor consults with CASA Specialist, CASA Coordinator and Division Manager for the appropriate action. Parent is then informed of decision. If the decision is made in favor of suspension, the parent will be given 24 hours notice, if possible and appropriate, so that alternative arrangements can be made. If the problem persists following return from a suspension, a conference among parents, CASA Staff, CASA Specialist, CASA Coordinator and Division Manager will be held to effect dismissal of the child from the program.
4. Incident reports are also written for other serious events on site such as fire, drug reaction, security, or other unusual situations.

Cause and Procedure for Dismissal

The CASA program and staff are pledged to make every effort to maintain a child in the program. Only after all procedures have failed on the part of the administration, staff, and parents will dismissal be considered. If in the opinion of the CASA Specialist, CASA Coordinator, Division Manager, and PRCS Director a child's behavior presents a physical danger to him/herself or others, or if the child fails to follow rules, then an immediate suspension or dismissal from the CASA program may result.

Causes

1. Failure to pay fees as required.
2. Failure to complete all required registration procedures.
3. Failure to comply with program policies, procedures and code of conduct.

Procedures

1. If cause for dismissal is evident, the CASA Coordinator will contact the parents and all efforts will be made to remedy any problems that exist.
2. In **most** situations the parent will be given at least 24 hours notice before suspension from the program is implemented.
3. After a suspension, a probationary period will be set to allow time for the problem to be resolved.
4. If after the probationary period the problem still exists, the staff and parents will again discuss possible solutions. Suggestions may be made to seek referral of the problem to other County resources or agencies.
5. Only after all resources have been expended will dismissal be considered. Parents will be

Sign-In/Out Policy

It is a PRCS requirement that an authorized adult signs each child out daily.

1. For the safety of your child,
2. To ensure communication between CASA parents and staff and,
3. To record accurate attendance data.

Loudoun County PRCS will not be liable for any child not signed out by an authorized adult. If the problem persists, services may be terminated.

Fire Drills

State Child Care licensing requires that we perform monthly fire drills



Licensing Ratios

Maximum staff to child ratios are

1 to 18

For students in regular education.

Emergency Pick-up

Three emergency contacts other than parents or guardians must be listed on each child's application before a child will be admitted to the program.

Emergency contacts must be at a location during CASA hours that is within a 30 mile radius of the CASA site.

One of these emergency contacts will be contacted if a parent or guardian cannot be reached to pick up children in the event of an emergency.

If a child is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be contacted to pick up child/children

Suspected Child Abuse

All suspected child abuse will be reported to the Loudoun County Department of Family Services for investigation. Any suspicion of abuse or neglect will be reported to the Site Supervisor immediately. On-site staff will contact their appropriate supervisor in the Department of Parks, Recreation and Community Services and Department policy will be followed.



Medications

1. If a child must take medication during the CASA program hours, a Medication Authorization form must be completed and given to the Site Supervisor along with the medication. Only medication in its original bottle, with a prescription label may be given. Please tell the staff if there are any side effects to watch for.
2. The medicine will be kept in a locked Medicine Box located in the office space of the CASA site.
3. The Medication Authorization form authorizing administration of medication must include: Child's name, prescription number, exact dosage, the name of the medicine, time to administer and any special instructions. Parents/guardians should take the medication home at the end of each day. Exceptions may be made for long term medications. Documentation of administering medication will be on the medication log.
4. Staff will inform parents immediately of any adverse reaction to medication or of any medication concerns.

Sunscreen and Insect Repellant

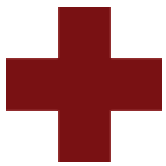
Parents should indicate on the program registration form and notify staff if their child is sensitive to sun exposure and if the child is allergic to any sunscreen products.

Children must apply their own sunscreen/insect repellant. PRCS staff may not do so. For participants with disabilities, accommodations may be made for staff to apply sunscreen lotion. In these cases, two staff members must be present.

Severe Allergies

The parent will supply a complete list of specific foods or allergens that need to be avoided. Copies will be provided to the program staff so they are aware of the type and severity of the allergy. Allergy lists are for staff use only, and must be posted at each site, out of the sight of the public and other children.





Health & Emergencies

Communicable Diseases

*** Please call the site supervisor if your child will not be attending the program for any reason.**

Fever Policy- According to the Health Department, children with fevers are not necessarily contagious. Also fevers may vary and come and go. It is our policy that children do not attend CASA if they have a fever. An oral temperature of 101 degrees Fahrenheit, he/she should remain home for at least 24 hours after the fever breaks, unless a note from physician authorizing their attendance is provided. For example, a child should not attend the program if they have a runny nose and are not capable of caring for it themselves.

If a child enrolled in the program has a communicable disease, the parents are urged to notify the CASA Coordinator immediately. The parents of the other children will be notified.

Children who have had a communicable disease may not return to the program unless they have a doctor's note stating they are no longer contagious.

Daily Health Check

Each child has a daily health inspection upon arrival at the program. If the staff feels the child is not well, or has a fever, recurring vomiting or diarrhea, you will be asked to take the child home. To allow a child to attend, while sick or before complete recovery, not only is individually harmful, but exposes the entire group to the risk of infection.

Immunizations

Each child is required to have the immunizations and vaccinations appropriate for a child their age before acceptance into the program. The child's immunization must be certified by a doctor on the type of medical form provided by the program.

A child may be excepted from the immunization if the parents submit to the CASA Coordinator a "Certificate of Religious Exemption."

Ill or Injured Children

If a child becomes ill or injured while at the program the parent will be immediately contacted to make arrangements to have the child picked up as soon as possible. If the parent is not available, an emergency contact person will be called.

Children will be taken to and cared for in the site or center office until they are picked up

In an emergency, and as appropriate, the child will be taken by the local rescue squad to the closest emergency facility.



Withdrawal Procedures

Parents must notify the Program Coordinator in writing 2 weeks in advance if you plan to withdraw your child from CASA. You may send an e-mail to Catherine.beheler@loudoun.gov

Tax Identification Number

Loudoun County Federal ID
54-094-8306

Financial Assistance

Assistance in daycare expenses may be available to eligible residents through Loudoun County Family Services. For information please call
703-777-0353

Zero Tolerance Policy

- PRCS does not permit the use of tobacco products, alcohol, drugs or fireworks during our CASA program.
- Verbal threats as well as the use of weapons is also prohibited.
- In addition, theft, violent behavior or destruction of property will not be tolerated.
- Any violation may result in immediate dismissal from CASA with no refund of CASA fees. Parents will be expected to provide immediate transportation home, should an incident occur on/off site.



Still Have Questions??

Call- 703-737-8042

Weather Information

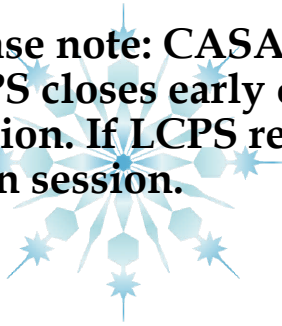
Inclement Weather Days



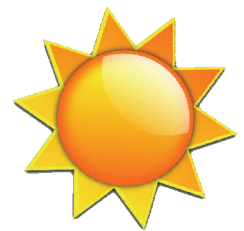
Parents and school officials are responsible for implementing any emergency pick-up arrangements. If weather conditions worsen during program hours, site staff may contact parents to pick up participants earlier than normal. * This step will only occur at the direction of the Director of PRCS. CASA staff will remain on site until all participants have been picked up.

CASA's Before School program is closed if school has a delay. CASA's After school program is closed if there is an early dismissal (weather or other related) or when school is closed.

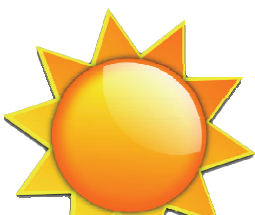
Please note: CASA is NOT considered a LCPS Afterschool Activity. If LCPS closes early due to inclement weather, CASA will not be in session. If LCPS remain open until normal dismissal hour, CASA will be in session.



Ozone Action Days



Code Red days will be monitored by the staff. On these days, CASA will limit their time outdoors. If outside during very hot and humid days, staff will encourage children to drink plenty of water and will facilitate only passive, low-aerobic type activities.



CASA CALENDAR

IMPORTANT DATES

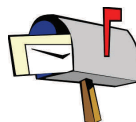
2013-2014

September	October	November	December	January
<p>September 3rd First Day of School</p> 	<p>October 14th * Columbus Day NO CASA</p>  <p>* Full Day Camps Available</p>	<p>November 4th and 5th * Student Holiday NO CASA</p> <ul style="list-style-type: none"> • Full Day Camps Available <p>November 27-29th Thanksgiving</p> 	<p>December 23rd-31st * Winter Break NO CASA</p> 	<p>January 1st New Year's Day NO CASA</p> <p>January 20th Martin Luther King Jr. Day NO CASA</p> <p>January 27th * MOVEABLE Student Holiday NO CASA</p> <p>*Full Day Camps Available</p>
February	March	April	May	June
<p>February 17th * President's Day NO CASA</p>  <p>* Full Day Camps Available</p>	<p>March 13th * Student Holiday NO CASA</p> <p>* Full Day Camps Available</p>	<p>April 14th-18th * Spring Break NO CASA</p> <p>* Full Day Camps Available</p>	<p>May 26th Memorial Day NO CASA</p> 	<p>June 13th Last day of School</p> 

The Children's Program Division offers School's Out Camps that follow the Loudoun County Public School Calendar. The camps are located in the Eastern (Sterling & Ashburn), Western (Hamilton & Lovettsville), Central (Leesburg), and Dulles South (South Riding) areas. The camps run when schools are closed for teacher workdays or breaks and run from 7:30 a.m.—6:00 p.m. They are themed camps with creative activities. For more information about these programs you can email the camp program at camp@loudoun.gov, call the Camp Coordinator, Jason Lang, at 703-771-5662, visit the camp website at www.loudoun.gov/camps or look in the quarterly PRCS Activity Guide.

PLEASE NOTE THAT DATES ARE SUBJECT TO CHANGE.

CASA 2013-2014 School Year Payment Information



Payment Options:

Mail:

LCPRCS- Children's Programs Division
20145 Ashbrook Place
Ashburn, VA 20147

Walk In:

Any Loudoun County Community Center
Or
Loudoun County PRCS (address above)

Web:

www.loudoun.gov/webtrac

Make Checks Payable to: County of Loudoun

September Payment

Payment for September must be received by August 1st. If payment is not received by August 1st, the child is dropped and may not attend. If space is available, you may re-register by paying a \$45 re-registration fee plus the monthly fee.

October - June Payment

Payments for October-June received after the 1st of the preceding month will be assessed a \$25 late fee per child. If payment is not received by the 10th, the child is dropped and may not attend the next month. If space is available, you may re-register by paying a \$45 re-registration fee plus the monthly fee.

CASA 13-14

Payment Coupon

Mail to:

LCPRCS-Children's Programs
Division
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

CASA \$321 per child

Before-School \$150 per child

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: August 1, 2013

Section 01 =September 2013

CASA: _____

Before-School: _____

Total Paid: \$ _____

CASA 13-14

Payment Coupon

Mail to:

LCPRCS-Children's Programs
Division
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

CASA \$321 per child

Before-School \$150 per child

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: September 1, 2013

Section 02 =October 2013

CASA: _____

Before-School: _____

Total Paid: \$ _____

CASA Checklist



Review the Parent Handbook



Make CASA Payments by Due Date



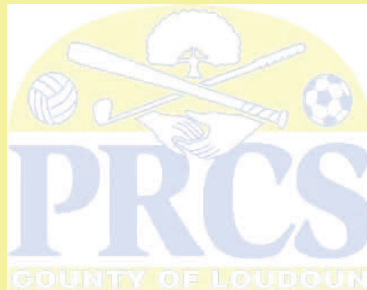
Prepare for an adventure!



Register for School's Out Camps

Questions & Information: 703-737-8042

CASA 13-14
Payment Coupon



**PAYMENT DUE BY
AUGUST 1, 2013**



Payment for August and September must be received by August 1st. If payment is not received by August 1st, the child is dropped and may not attend. If space is available, you may re-register at \$45.

CASA 13-14
Payment Coupon



**PAYMENTS DUE BY THE 1st OF THE
PRECEDING MONTH**



Payments received after the 1st will be assessed a \$25 late fee per child. If payment is not received by the 10th, the child is dropped and may not attend the next month. If space is available, you may re-register at \$45.

CASA 13-14**Mail to:**

LCPRCS-Children's Programs Division
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

CASA \$321 per child**Before-School \$150 per child****Household #:** _____**Child's Name:** _____**Child's Name:** _____**Child's Name:** _____**Payment Due: October 1, 2013****Section 03 = November 2013****CASA:** _____**Before-School:** _____**Total Paid:** \$ _____**CASA 13-14****Mail to:**

LCPRCS-Children's Programs
Division
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

CASA \$321 per child**Before-School \$150 per child****Household #:** _____**Child's Name:** _____**Child's Name:** _____**Child's Name:** _____**Payment Due: November 1, 2013****Section 04 = December 2013****CASA:** _____**Before-School:** _____**Total Paid:** \$ _____**CASA 13-14****Mail to:**

LCPRCS-Children's Programs
Division
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

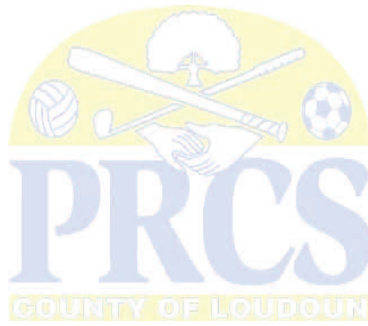
CASA \$321 per child**Before-School \$150 per child****Household #:** _____**Child's Name:** _____**Child's Name:** _____**Child's Name:** _____**Payment Due: December 1, 2013****Section 05 = January 2014****CASA:** _____**Before-School:** _____**Total Paid:** \$ _____**CASA 13-14****Mail to:**

LCPRCS-Children's Programs Division
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

CASA \$321 per child**Before-School \$150 per child****Household #:** _____**Child's Name:** _____**Child's Name:** _____**Child's Name:** _____**Payment Due: January 1, 2014****Section 06 = February 2014****CASA:** _____**Before-School:** _____**Total Paid:** \$ _____

CASA 13-14
Payment Coupon



PAYMENTS DUE BY THE 1st OF THE PRECEDING MONTH



Payments received after the 1st will be assessed a \$25 late fee per child. If payment is not received by the 10th, the child is dropped and may not attend the next month. If space is available, you may re-register at \$45.

CASA 13-14
Payment Coupon



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CASA 13-14
Payment Coupon



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CASA 13-14
Payment Coupon



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CASA 13-14**Mail to:**

LCPRCS-Children's Programs Division
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:

County of Loudoun

CASA \$321 per child**Before-School \$150 per child****Household #:** _____**Child's Name:** _____**Child's Name:** _____**Child's Name:** _____**Payment Due: February 1, 2014****Section 07 = March 2014****CASA:** _____**Before-School:** _____**Total Paid:** \$ _____**CASA 13-14****Mail to:**

LCPRCS-Children's Programs Division
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:

County of Loudoun

CASA \$321 per child**Before-School \$150 per child****Household #:** _____**Child's Name:** _____**Child's Name:** _____**Child's Name:** _____**Payment Due: March 1, 2014****Section 08 = April 2014****CASA:** _____**Before-School:** _____**Total Paid:** \$ _____**CASA 13-14****Mail to:**

LCPRCS-Children's Programs Division
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:

County of Loudoun

CASA \$321 per child**Before-School \$150 per child****Household #:** _____**Child's Name:** _____**Child's Name:** _____**Child's Name:** _____**Payment Due: April 1, 2014****Section 09 = May 2014****CASA:** _____**Before-School:** _____**Total Paid:** \$ _____**CASA 13-14****Mail to:**

LCPRCS-Children's Programs Division
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147

Make checks payable to:

County of Loudoun

CASA \$321 per child**Before-School \$150 per child****Household #:** _____**Child's Name:** _____**Child's Name:** _____**Child's Name:** _____**Payment Due: May 1, 2014****Section 10 = June 2014****CASA:** _____**Before-School:** _____**Total Paid:** \$ _____

CASA 13-14
Payment Coupon



PAYMENTS DUE BY THE 1st OF THE PRECEDING MONTH



Payments received after the 1st will be assessed a \$25 late fee per child. If payment is not received by the 10th, the child is dropped and may not attend the next month. If space is available, you may re-register at \$45.

CASA 13-14
Payment Coupon

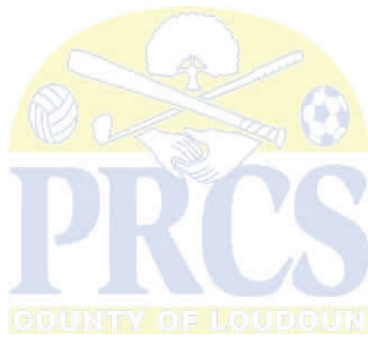


PAYMENTS DUE BY THE 1st OF THE PRECEDING MONTH



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CASA 13-14
Payment Coupon

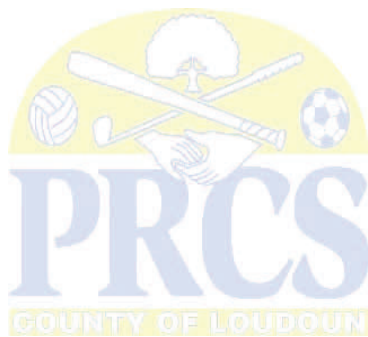


PAYMENTS DUE BY THE 1st OF THE PRECEDING MONTH



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CASA 13-14
Payment Coupon



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Payments received after the 1st will be assessed a \$25 late fee per child. If payment is not received by the 10th, the child is dropped and may not attend the next month. If space is available, you may re-register at \$45.

Policy on Shelter in Place

Dear Participants and/or Parents:

The events of recent years have made us all keenly aware of the need to review and refine the Department of Parks, Recreation and Community Services emergency plan. With that in mind, preparing for emergencies requires considering all likely scenarios. We believe that all County facilities are very safe during emergency situations. The Department has updated our emergency response plan to include the "Shelter in Place" concept. This concept has been added to the Loudoun County Public Schools Emergency Response Plan and is another safeguard to protect our participants and staff.

As you may know, "Shelter in Place" is designed to create a neutral atmosphere within a building by shutting down all ventilation systems and closing all doors and windows. The procedure is intended to seal off a building for a limited time if there is a chemical threat. "Shelter in Place" will help keep chemical agents from leaking into buildings and therefore protect all that remain inside.

In the event that a "Shelter in Place" procedure must occur, all Parks, Recreation and Community Services program participants will be directed by emergency officials to remain inside and follow procedures. During this time, no one will be permitted to enter or leave until emergency officials have given an all-clear status. The Department is prepared to provide water and food for our participants for the limited time that the plan is necessary.

Due to the heightened awareness of emergency preparedness, please, if needed, immediately update your emergency contacts and medical information that we have on file. During emergency situations, we will make every effort to communicate the status of all facilities and programs through local television, radio and the County web site. The new alert system enables citizens to sign up to receive instant alert notifications from County agencies through mobile devices and email.

Citizens may register for this free service at www.loudoun.gov, by clicking on "Notify Me/ Alerts" and register for PRCS Childcare Emergency Alert Plan.

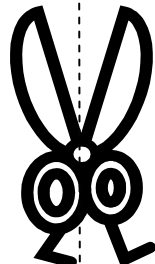
While working with other County agencies, the Department continues to refine our safety plans. Your patience and understanding, should an emergency arise, is essential in order for the department to safely protect our program participants and calmly reopen our facilities.

Please be assured that staff is committed to the safety of all our participants. If you have any questions or comments, please give me a call at 703-777-0343.

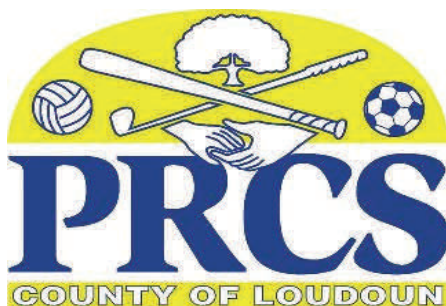
Sincerely,

Diane Ryburn, Director

Loudoun County Parks, Recreation and Community Services



Receipt Confirmation



Parks, Recreation and Community Services

20145 Ashbrook Place, Suite 170

Ashburn, VA 20147

Main # 703-777-0343 TDD# 703-771-5352

Children's Programs: 703-737-8042 FAX: 703-771-5383

A copy of the 2013-2014 CASA Parent Handbook was received *by*:

PRINT Parent/Guardian Name

PRINT Child's Name

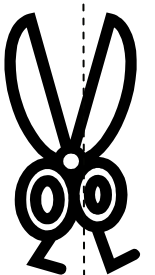
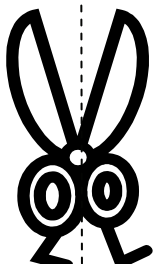
Parent Signature

Date Submitted to CASA

.....
OFFICE USE ONLY

X _____
Site Staff Signature

Date



- COPY THIS PAGE AND PLACE IN CHILD'S CASA SITE FILE.
- SUBMIT ORIGINAL SIGNATURE PAGES 27 and 28 to your CASA SPECIALIST



**Loudoun County Department of Parks, Recreation, and Community Services
Children's Programs Division
CASA Program
Parent/Program Registration Agreement Addendum
CASA Parent Handbook 2013/ 2014**

Registration Agreement:

My signature confirms I have been informed of the Children's Programs Division- CASA policies on:

1. **Communicable Disease** as stated on page 16 of the parent handbook:

Communicable Disease: You must notify the program within **24 hours** if anyone in the household has a Communicable Disease. Prior to returning to the program, parents must provide a physician's certification that the condition is no longer contagious.

2. **Shelter in Place:** As stated in the parent handbook on page 26 and in the CASA Emergency Preparedness Plan as stated and posted at each CASA site.

Signature of Parent or Legal Guardian: _____

Date: ____/____/____

PLEASE SIGN AND BRING TO YOUR CASA SITE ON THE FIRST DAY.

CASA . . . Your Home Away From Home